



# ***SWAFFHAM TOWN COUNCIL***

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**Town Clerk:**

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**Office open Monday, Tuesday & Thursday 8.45am – 2pm, Friday 8.45am – 1pm (Closed Wednesday)**

## **SWAFFHAM TOWN COUNCIL - NOTICE**

Councillors are hereby summoned to the full Council meeting of the Town Council to be held on **Wednesday 8<sup>th</sup> June 2011 at 6.45 p.m.** at the Town Hall, Swaffham

NOTE: In the case of non-members, this agenda is for information only.

Richard Bishop

**Town Clerk**

[Summons issued on 2<sup>nd</sup> June 2011]

### ***DECLARATIONS OF INTEREST***

*Councillors please note that members are asked at the relevant point on the agenda to declare any interests they may have in any of the items on the agenda. The Local Authorities (Model Code of Conduct) Order 2007 adopted by the Town Council on 16<sup>th</sup> May 2007 (and amended on 10<sup>th</sup> December 2008) requires that declarations include the nature of the interest, and whether it is a personal or prejudicial interest.*

# **SWAFFHAM TOWN COUNCIL – AGENDA**

**For a meeting of the Full Council  
on Wednesday 8<sup>th</sup> June 2011 at 6.45pm in the Town Hall, Swaffham**

## **1. To receive APOLOGIES & REASONS FOR ABSENCE.**

## **2. To receive DECLARATIONS OF INTEREST** – for items included on the Agenda.

**To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)**

## **3. To receive and consider REPORTS: police, principal authority etc**

**N.B.** Councillors have an opportunity to ask questions after each of the following reports and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate:-

**3.1** To receive a **POLICE report** from a local PC or PCSO on police matters for the past month and to record and consider Police related correspondence as follows:-

**3.1.1\*\***To receive crime statistics for Swaffham in April 2011

**3.2** To receive a **COUNTY COUNCILLOR report** from Cllr Ann Steward.

**3.3** To receive a **BRECKLAND COUNCILLOR report** from Cllrs Shirley Matthews, Frank Sharpe and Ian Sherwood.

## **4. To receive MAYORS' REPORT**

**4.1** To receive a report on Civic Events attended by the Mayor.

**4.2** To receive and consider urgent reports at the Mayor's discretion - prior notice must be given.

## **5. To receive and/or agree the MINUTES:**

**5.1\*\*** Wednesday 18<sup>th</sup> May 2011 – Full Council.

## **6. To receive a report from the TOWN HALL by the Town Clerk including:-**

**6.1 a)\*\*** To receive, consider and review Standing Orders.

**6.1 b)\*\***To receive, consider and review Financial Regulations.

**6.1 c)** To receive a general update in respect of on-going administration.

**6.1 d)** To receive a report on the Cemetery Chapel Roof.

**6.1 e)** To consider a verbal request from Mr Richard Wood to sponsor the plants within the Colonel Harris Memorial Garden.

6.2 To receive Councillors questions relating to on-going business.

## **7. PLANNING/DEVELOPMENT CONTROL:**

7.1 To receive notification of Decisions/Information from Breckland Council:-

<b>3PL/2011/0332/F</b> – Permission granted for amended design for storage building for ambulance. St John Hall, St John Court. St John Ambulance.	<b>3PL/2011/0303/F</b> – Permission granted for erection of conservatory to side of property. Mr & Mrs C Banyard, 4 Orchard Place.
<b>3PL/2011/0316/F</b> – Planning permission granted for proposed extension and alterations. Mr K Williams, 29 King Street.	<b>3PL/2011/0281/A</b> – Consent to display advertisements granted for 1 No illuminated A1 portrait window marketing display unit located to the rear of the shop front glazing. Lloyds Bank, 61 Market Place.
<b>3PL/2011/0271/LB</b> – Listed building consent granted for the Demolition & replacement of existing unsound Chimney Stack & alterations to 2 existing openings. Point House. 25 Station Street. Mr. M. Balshaw.	<b>3PL/2011/0210/F</b> – Planning permission & <b>3PL/2011/0211/LB</b> Listed building consent granted to create new access & alterations to offices, new live work dwelling, relocate bin store for church, new shop front. 1 London St, 2 & 4 Pitt Lane & Methodist Church. Mr. C. Parsons.
<b>3PL/2011/0179/O</b> – Outline Planning Permission granted for two dwellings & associated garages. Mr. & Mrs. G. Barnes.	<b>3PL/2011/0161/F</b> – Planning permission granted for the erection of industrial unit for B1 (excluding B1a), B2 and B8 use. Glen House Estates Ltd.
<b>3PL/2011/0105/F</b> – Planning permission granted for two storey extension, erect conservatories & demolish existing kitchen extension. Vine Cottage, Pleasant Row. Mr. I. Swadling.	<b>3PL/2011/0162/F</b> – Planning permission granted for proposed extensions. 4 Northfield Road. Mr. R. Goodwin.

7.2 To receive and consider the following planning applications:-

<b>3TL/2011/0021/TL</b> – Extension of time limit on pp 3PL/2007/1341/F – 22 Dwellings for retirement occupancy. Investec Bank Plc, 2 Gresham Street, London EC2V 7QP	<b>3PL/2011/0495/F</b> – Replacement of conservatory with larger conservatory – 3 West Acre Road. Mr. M. Whitby
<b>3PL/2011/0548/F</b> – Proposed extension & alterations to dwelling. Mr. & Mrs. B. Reynolds.	<b>3PL/2010/1365F</b> – Redevelopment of the Hammonds High School. Site of the 18 Market Place, Swaffham (amendment)

7.3 To receive & comment on any late applications received at the Mayor's discretion.

7.4\*\*To welcome Mr. Geoff Armstrong from the DPP representing Ben Bailey Homes – to discuss future plans for the Redland Site in Brandon Road.

7.5 To receive any planning correspondence, or notifications of planning enforcement & TPO's.

## **8. FINANCE:**

8.1\*\* To receive and consider Accounts for Payments for June 2011.

8.2\*\* To receive and consider e-mailed correspondence with Elaine Bird Editor of the Swaffham Newsletter relating to a disputed invoice and concluding report from the Town Clerk.

**8.3\*\*** To receive and consider draft Annual accounts for the year ending 31<sup>st</sup> March 2011 including: **Detailed Income and Expenditure**, Summary Income and Expenditure, Balance Sheet, Annual Return Section 1 – accounting statement and Annual governance statement.

## **9. To receive GENERAL CORRESPONDENCE:**

**9.1\*\*** To receive the following correspondence for information only: -

**(a)\*\*** To receive the Twelfth monthly report from Elizabeth Truss MP.

**(b)\*\*** To receive e-mailed correspondence in respect of the allotments at Tumbler Hill – Mark Keddie.

**(c)** To receive any late correspondence for information only.

**9.2\*\*** To receive notification of Larger Councils meeting at the Assembly Rooms, Dereham 10.00 – 13.00 – Working with Town & Parish Councils – (progress since Aylsham 2010) Chris Walton, Head of Democratic Services, Norfolk County Council. The Equality Act – Meera Tharmarajah, Solicitor & Head of Legal Services, NALC.

## **10. To receive COMMITTEE reports: (by Chair/Lead Member or Officer)**

N.B. Reports include recommendations **from** or issues that the Council may refer **to** the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.

### **10.1 COMMITTEES - Lead Officer – Town Clerk (under review)**

a) FINANCE & GENERAL PURPOSES Committee (Last meeting 6<sup>th</sup> April 2011 – next meeting 22<sup>nd</sup> June)

b) PLANNING Committee (Last meeting 11<sup>th</sup> Aug – next meeting t.b.a.)

c) PERSONNEL Committee (Last meeting 1<sup>st</sup> Dec – next meeting t.b.a.)

### **10.2 COMMITTEES - Lead Officer – Deputy Town Clerk (under review)**

a) RECREATION GROUND Committee (Last meeting 7<sup>th</sup> Mar – next meeting 13<sup>th</sup> June) To report of the recent installation of the teenage equipment completed on 26<sup>th</sup> May 2011. Proposed opening to be confirmed for June 2011.

b) MARKET Committee (Last meeting 11<sup>th</sup> Apr – next meeting 20<sup>th</sup> June)

c) YOUTH COUNCIL (Last meeting 9<sup>th</sup> May – next meeting t.b.a.)

### **10.3 WORKING GROUPS - Lead Officer – Town Clerk**

a) Budget Working Group (Last meeting 2<sup>nd</sup> Nov – next meeting t.b.a.)

b) Toilet Working Group (Last meeting 26<sup>th</sup> Apr – next meeting t.b.a.)

c) Market Traditions Working Group (Last meeting 6<sup>th</sup> June)

d) Twining Liaison (Last meeting 28<sup>th</sup> Mar)

## **11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

**Iceni Partnership** (Cllr Darby with Cllr Skinner as substitute); **Iceni Partnership Buildings Management:** (Cllrs Darby, Lister, & Skinner); **Advance Swaffham Action Group** (Cllr Gunner with Cllr Darby as substitute); **Swaffham Museum Ltd** (Cllr Matthews); **Relief in Need Charity** (Cllrs Darby, Gunner & Skinner + Mayor & Deputy Mayor); **Swaffham Town Estate** (Cllrs Darby and Edwards); **Swaffham & District Tourism Association** (Cllr Wickerson); **Swimming Pool Association** (Cllr Wade with Cllr Gunner as substitute); **Garden Science Trust** (Cllr Wade); **Health Forum** (Cllrs Wade and Jennison); **Breckland CCTV Group** (Town Clerk); **Swaffham Community Transport** (Cllr Gunner); **Learning Partnership** (no representative); **Norfolk Association of Local Councils** (Cllr Matthews); **SCALGA** (Cllr Edwards)

**11.1** To receive Community Group, Club, Charity, Society or Agency reports.

## **12. BRECKLAND COUNCIL.**

**12.1\*\*** To receive the following Breckland Council correspondence for information only:-

**(a)** To receive any late Breckland correspondence for information only.

**12.2\*\*** To receive and consider Transition to Breckland Key Select Choice Base Lettings.

**12.3\*\*** To receive and consider e-mailed correspondence with Anthony Wright/James Dean regarding street lighting off London Street.

## **13. NORFOLK COUNTY COUNCIL.**

**13.1\*\*** To receive the following County Council correspondence for information only:-

**(a)** To receive confirmation that the Highway Rangers had visited Swaffham on the 6<sup>th</sup> May 2011.

**(b)** To receive any late County Council correspondence for information only.

**13.2\*\*** To receive and consider issues arising from presentation by Highway Engineer Paul Groom on 25<sup>th</sup> May 2011 regarding taking on devolved services paid or unpaid from Norfolk County Council.

**13.3\*\*** To receive and consider letter regarding horrific accident outside Iceland recently and requests the Council considers a pedestrian crossing.

## **14. To notify of the DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-**

**14.1** Recreation Ground Committee – Monday 13<sup>th</sup> June 2011 7pm – Council Chamber

**14.2** Advance Swaffham Action Group (ASAG) – Tuesday 14<sup>th</sup> June 2011 6pm – Council Chamber

**14.3** Finance & G.P. – Monday 22<sup>nd</sup> June 2011 7pm – Council Chamber

**14.4** Market – Monday 20<sup>th</sup> June 2011 7pm – Council Chamber

**14.5** Relief in Need Charity – Monday 4<sup>th</sup> July 2011 7pm – Council Chamber

**14.6** Full Council – Wednesday 13<sup>th</sup> July 2011 6.45pm – Council Chamber

## **15. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

**15.1** To discuss Honorary Citizen applications & criteria.

**15.2\*\*** To receive and consider map and outline proposal from Heygate Farms in respect of the Local Development Framework.

\*Indicates where copies have been circulated to Town Councillors previously.

\*\*Indicates where copies have been circulated to Town Councillors recently.